



DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS
FLEET & FAMILY READINESS PROGRAM

VACANCY ANNOUNCEMENT

ANNOUNCEMENT # ANNA 007-11

POSITION: Assistant Manager NF-1101-03

SALARY: \$12.67 - \$29.95 p/h

LOCATION: ANNAPOLIS – BLUE JACKET CAFE

OPEN: Feb. 4, 2011

CLOSED: Till Filled

AREA OF CONSIDERATION: ALL SOURCES

(X) Regular Full-Time (35-40 Hours Per Week) () Regular Part-Time (20-34 Hours Per Week)
() Flexible Schedule (0-40 Hours Per Week)

Submit required forms OF-612 AND OF-306. (forms available for download on <http://cnic.navy.mil/NDW/About/Jobs>).
To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 47402 Buse Road, Bldg. 467, Suite A,
Patuxent River, MD 20670. A résumé may be included with the required forms, but not instead of the OF-612 and OF-306. Please include a copy of your Higher Education Diploma (or equivalent documentation) with your application packet for these positions. Direct inquiries to 301-342-3653.

DUTIES AND RESPONSIBILITIES:

Assist the Chef/Manager in management of all food preparation and service operations. Exercises supervisory authority over all food preparation and service personnel in the facility. Supervision includes, but is not limited to, interviewing and selecting employees, scheduling of work, granting of leave, determining work schedules, establishing training programs, evaluation of employee work performance, monitoring employee attendance, and administration of employee discipline. In full charge of the facility in the absence of the Chef/Manager. Assists in the Chef/Manager in the following areas: development of menu items of many varieties using a variety of recipes; prioritizing the work of the kitchen, dining areas and storage areas; directing all food preparation; developing new and creative menus that are updated regularly; establishing and analyzing methods of food preparation, cooking and methods of garnishing; establishing and monitoring decisions and adjustments regarding recipes for the number of servings; determining time and sequence of cooking operations to meet meal serving hours. Assists in: determining quantities, components and courses of meals and calculates tier pricing to ensure prescribed profit margin; preparing for and supervising special events; establishing general requirements for suppliers and stock menu; establishing the proper receipt and storage of stock; keeping required records for RIK meals, cash receipts and other crucial documents, and submitting required paperwork to MWR office. Responsible for conducting training classes for staff, as required by the Chef/Manager. Directly responsible for ensuring the cleanliness of the facility. Inspects machinery, equipment, and work and dining areas and requests service and/or repairs. Assures that personnel are up to date with food service certifications. Ensures the dining areas are ready to open for business on schedule. Resolves any complaints regarding customer service or food related problems. Assists in advertising of menus via e-mail, point of sale items and other means to promote the facility.

QUALIFICATIONS:

A Bachelors degree preferred. Experience may be substituted for a degree. Knowledge of club operations and administration. Minimum of 3 years food service management experience. Knowledge of the characteristics of various foods in judging the product by color, consistency temperature, odor and taste. Have the skill to plan, establish and know time sequence of steps needed to have menu items ready to be served without overcooking or waste. Must be experienced in decision making and managing employees and patrons in a tactful and diplomatic manner.

PHYSICAL DEMANDS:

The work is physically demanding, requiring walking, bending stooping and climbing. Position may require working evenings, weekends and holidays.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.